

Position Description for Red/White Emergency Response Team Members
Emergency Support Function #11
National Response Coordination Center
June 28, 2007

Deployment

An Emergency Support Function (ESF) #11 National Response Coordination Center (NRCC) team will be deployed in the event that the Federal Emergency Management Agency (FEMA) formally requests, through a Mission Assignment (MA), the staffing of the two ESF #11 desks at the NRCC.

The ESF #11 NRCC staffing will consist of two teams: a Red Team and a White Team. These teams will be further divided into four sub-teams, Red Team 1 and 2, and White Team 1 and 2. Each sub-team will be made up of one primary representative from each of the four ESF #11 agencies—the U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS), Food and Nutrition Service (FNS), and Food Safety and Inspection Service (FSIS), and the U.S. Department of the Interior (DOI), plus alternates from APHIS, FNS and FSIS.

Two team members of the team which is deployed will staff the ESF #11 desks at the NRCC and the remaining two team members will staff the ESF #11 support desk at the USDA Operations (Ops) Center, or at their home office, to provide reach back support to the NRCC team.

Role

Team members staffing the ESF #11 desks at the NRCC and support desk at the USDA Ops Center (or home office location) will serve as the primary liaison between the ESF #11 Partner agencies and FEMA headquarters, and other ESFs and Federal agencies at the NRCC. They will also serve as a resource and support to the ESF #11 Team members staffing the Regional Response Coordination Centers (RRCC) or Joint Field Offices (JFO).

Duties

ESF # 11 Red/White Team member duties at the NRCC and USDA Ops Center will include:

- Maintaining situational awareness of ESF #11 operations and provide situation reports to the NRCC Planning Section;
- Attending scheduled meetings and briefings representing ESF #11;
- Responding to requests for information and updates on ESF# 11 activities;
- Serving as members of task forces or other ad hoc groups relevant to ESF #11 subject matter as established by the NRCC;
- Providing support to the Planning Section in developing national level plans to address major issues or anticipated events;

- Ensuring the FEMA Mission Assignment (MA) form is completed and MA is approved and maintain awareness of the status of approved MA's;
- Ensuring that tasking instructions are understood;
- Researching issues or policies potentially related to ESF #11 activities as requested;
- Maintaining communications with ESF #11 primary agency points-of-contact (POCs);
- Coordinating with and maintaining awareness of activities at the ESF #11 desks at the NRCCs and JFOs;
- Monitoring email, receiving assignments, and posting Situation Reports (SITREPs) utilizing the Homeland Security Information Network (HSIN).

Schedule

Watch rotations at the NRCC will be 12 hours in duration: 0700-1900 and 1900-0700. The relieving watch will be expected to report for duty 30 minutes before their watch is scheduled to begin to allow for a proper turnover. Watch rotations at the USDA Ops Center will parallel that of the NRCC.

When not activated, the NRCC Red and White Teams will alternate by month when they are on standby to deploy to the NRCC ESF #11 desks and support desk at the USDA Ops Center.

When activated, rotation scheduling requires a two week commitment for each team. When 24 hour watch rotations are required, the sub-teams will alternate day and night staffing with every two week rotation (i.e., Red Team 1 will staff during the day and Red Team 2 will staff during the night for the first two week rotation; during their next two week rotation, following White Teams 1 and 2, Red team 2 will staff during the day and Red Team 1 will staff during the night). The Team Leaders for both Red and White Teams will ensure the ESF #11 desks are covered during the duration of the shift. It is up to the discretion of the Team Leader to determine the length of time any one individual is staffing the ESF #11 desks, so long as the shift is covered.

Resources

Team members will have resource information available to them via HSIN, including instructions and contact information for all ESF #11 responders. The information will be maintained on the Emergency Support Function 11 portal, under the Info/Docs Sharing Tab.

Training and Exercises

All Red and White Team members are expected to complete the following training:

USDA Employees:

- ICS-100 (available on AgLearn)
- Introduction to National Incident Response (available on AgLearn)
- ICS-200 (available on AgLearn)
- ICS-700 (available on AgLearn and FEMA online)*
- ICS-800 (available on AgLearn and FEMA online)*

- HSIN (available at the NRCC or can be self-taught)
- Situation Reports (classroom training at the NRCC)
- Mission Assignments (available on AgLearn)

Non-USDA Employees:

- IS-100 (available online through FEMA web site)
- IS-200 (available online through FEMA web site)
- IS-700 (available online through FEMA web site)
- IS-800 (available online through FEMA web site)*
- HSIN (available at NRCC or can be self-taught)
- Situation Reports (classroom training at NRCC)
- Mission Assignments (available on CD)

In addition to the training listed above, Team members are expected to participate in exercises periodically scheduled at the NRCC.

* Training is being updated to reflect changes in the NRP and will be available shortly.